

15 July 1980

Organization and Mission—Field

**HEADQUARTERS ESC REORGANIZATION PROPOSALS**

This regulation states command policy and procedures for changing HQ ESC organization and functions.

1. **Organization and Functions.** Much of HQ ESC is organized according to standards prescribed by HQ USAF in AFR 26-2. The balance of HQ ESC is a nonstandard structure set up to support mission requirements.

2. **Command Policy.** Staff functional managers will not implement changes to HQ ESC organization and functions until all requirements of this directive are satisfied. Command Section approval of a proposed change offered by a staff functional manager does not constitute implementation approval; it does constitute approval in principle to submit the request to DCS/Plans (XP) for further reviewing, developing, and presenting of findings to the Commander. This policy and the following procedures apply to XP-generated organizational-change proposals.

**3. Procedures:**

a. Staff functional managers will arrange to brief or forward written proposals for change to the Chief of Staff. This presentation or documentation will address the following minimum points:

- (1) Why is the change necessary?
- (2) What are the actual organizational, functional, and manpower changes proposed?
- (3) What manpower costs or savings are involved?
- (4) How will civilian positions and incumbents be affected?
- (5) What changes in relationships will be incurred to other staff elements, to ESC units, and to external sources?

- (6) How will mobilization augmentation positions and incumbents be affected?
- (7) When would the change be implemented?

b. Assuming Chief of Staff concurrence, the staff functional manager will forward a written proposal (containing organization charts, functional statements, manpower change requests (MCRs), justification, statements of ESC Total Force impact, and Chief of Staff guidance) to XP for review, development, and presentation to the Commander.

c. The XP review phase will be performed with the functional manager and will consider Total Force needs and, as a minimum, the following points:

- (1) Will HQ USAF approval be required?
- (2) Are the organization and functional changes acceptable or are undesirable aspects included; for example, duplication, fragmentation, and span?
- (3) Does the change constitute active duty, Reserve, or civilian manpower resource requirements beyond or below currently approved levels by force structure element? Have trade-offs been identified in the manager's submission? Will a program change proposal be required?

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(4) What impact on HQ ESC manpower ceilings is incurred? Is accommodation possible?

(5) What is the impact on civilian positions (grades, etcetera) and what does DPC say in this regard? (XP will obtain this DP input)

d. The XP development phase may require returning the proposal to the staff functional manager for further data or reconsidering the proposal (depending on XP findings during the review stage).

e. The XP presentation phase will be an extensive briefing or documentation to the Commander on the findings of the XP review and XP organization, manpower, and ceiling recommendations for the Commander's consideration before decision. The functional manager will be present during briefings and will have the opportunity to offer views on the findings.

f. Approval of the proposal after this stage constitutes staff functional-manager authority to implement the change except when the change requires prior HQ USAF approval. Then, XP will issue further guidance to the staff functional manager regarding the satisfaction of AFR 26-2 documentation required for HQ USAF review.

4. Staff Implementation and Use. Once the XP presentation phase is completed and the Commander's approval is given, XP will issue approved MCRs, adjust the unit manpower document, and publish the Commander's guidance as appropriate for staff implementation and use.

ON THE COMMANDER



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Summary of Changes  
Revised to correspond with HQ ESC reorganization.